

# **LOS ANGELES COUNTY PROBATION DEPARTMENT YOUR HANDBOOK OF RULES AND RIGHTS**



Revised: July 3, 2008

### **ABOUT THIS HANDBOOK**

You are being held in the Los Angeles County Probation Department Juvenile Hall (**Hall**). You will stay here until the judge says you can go home.

The rules in this handbook will help keep you and others safe and healthy. You must know and follow these rules. The information in this handbook will help you to understand the rules. If you do not understand a rule, tell the staff. The staff will help you.

While you are here, the staff will tell the Judge and your Deputy Probation Officer (**DPO**) about how you act, both good and bad. This information is provided to the Judge and DPO by Hall staff by writing a "*Detention Observation Report*" about you.

### **TERMS IN THIS HANDBOOK**

<b>CDC</b>	Community Day Center
<b>CYA</b>	California Youth Authority
<b>DPO</b>	Deputy Probation Officer
<b>DSO</b>	Detention Services Officer
<b>G.E.D.</b>	Graduate Equivalency Diploma
<b>Hall</b>	A Los Angeles County Probation Department Juvenile Hall. There are three: Barry J. Nidorf, Central, and Los Padrinos
<b>Minors</b>	Boys and girls in Juvenile Hall
<b>Ombudsman</b>	Person to call if you have a problem
<b>O.C. Spray</b>	Pepper Spray
<b>SHU</b>	Special Handling Unit
<b>Self-Affirmations</b>	Positive statements about yourself
<b>Advocate</b>	Attorney or other person that helps kids

### **FOLLOW RULES AND ORDERS**

You must follow all rules and orders given to you by staff. The rules help make the Hall a safe place for you to live. If you do not follow the rules and orders of staff you may get in trouble.

## ***LEARN TO GET ALONG WITH YOUR PEERS***

### **ACCESS TO CARE**

The "Access to Care" form is a green form that can be filled out to request services, these forms are available to you in every unit. You can confidentially request services such as: seeing the Doctor, Dentist or a Nurse; seeing a mental health counselor, requesting drug abuse counseling and/or treatment, and requesting religious services. You can also request other services with this form such as: Haircuts (After court decides your case) and Toe Nail Cutting. Once you fill out this form you can turn it in to staff or put it in the Grievance box in the unit.

### **OMBUDSMAN**

The "Ombudsman" is a person who helps solve problems. If you are not treated fairly, you may call the Ombudsman. The Ombudsman will check into your problem and get back to you with an answer. **The Ombudsman's toll-free phone number is 1-877-822-3222.**

## ***LEARN TO BECOME A BETTER PERSON***

### **RULES TO LIVE BY:**

Follow all rules and orders given by staff and teachers.

Treat others with respect.

Go to school every day. Follow all school rules.

Wear the clothes that are provided for you. Your hair must be neatly combed.

Your shoes are to be laced across in the "X" way. Shoestrings must be tied at all times.

Your shirt must be tucked in at all times.

Your pants must be pulled up above your hip bones at all times.

Do not use bad language, race talk, sex talk, or "mother talk".

No gang signs or actions are allowed.

Do not damage the Hall in any way. This includes graffiti on walls and window screens.

You are not allowed to have any drugs or things that can be used as weapons in your possession.

Do not talk about, plan, or try to escape.

Do not move away from staff. Listen to where staff tells you to go.

Always stay where you are told to stand.

No horse playing.

Do not run except in games or sports.

Do not hit, kick, push, spit at, or hurt staff or others.

Do not fight.

Do not threaten others.  
Do not take other's food or personal things.  
Do not give food or things to others unless approved by the staff.  
Do not go into another minors' room, the staff office, bathroom, or other areas unless the staff says it's OK.

### **YOUR RIGHTS:**

Staff promises to do their job the right way. This means you have a right to be treated fairly. The following are your rights:

- You have a right to be treated with dignity and respect.
- You have a right to be safe, staff will maintain order and control.
- You have a right to **not** hear staff use profanity, threats or verbal abuse.
- You have a right to be treated with courtesy and consideration.
- You have a right not to have people make fun of you.
- You have a right to be protected from physical and verbal abuse.
- You have a right to be listened to and to have all of your concerns answered in a timely and manner.
- You have a right to have all your food, clothing, medical, counseling, and religious needs met.
- You have a right to be treated fairly.
- You have a right to file a grievance
- You have a right to call the Ombudsman.

### **YOUR RIGHTS AGAINST DISCRIMINATION**

Probation will give persons with disabilities equal opportunity and access to services, programs, and activities. You have the right to be safe and to be treated fairly, regardless of your race, religion, national origin (what country you or your family came from), disability, sex (male, female, transgender) or sexual orientation (straight, gay, lesbian, or bisexual).

If anyone calls you names, threatens you, or hurts you because of who you are, tell the staff. If staff does not help, you can fill out a Grievance form or call the Ombudsman at 1-877-822-3222. Pages 13 and 14 explain how to do this.

### **RIGHTS OF THE HEARING IMPAIRED (GLAD)**

If you are deaf or hearing impaired (hard of hearing) the Probation Department will provide you with a language interpreter (if you can read sign language or lip read), we will provide telecommunication devices

(TDD) and closed caption televisions. If you need these services please let staff know.

### **CALLING YOUR LAWYER, ADVOCATE, DPO, OR SOCIAL WORKER**

Tell staff if you need to talk to your lawyer. Staff will help you get in contact with them.

### **BAIL**

"Bail" means paying money to get out of the hall. By law, most minors cannot get bail. Some minors who are going to adult court may get bail.

### **TRANSFERS (MOVES)**

You can be moved to another juvenile hall at any time. If you are moved, we will send your parents a letter. The letter will tell them where you are and when they can visit. We will also send them a map. **YOU SHOULD ALSO LET YOUR PARENTS KNOW IF YOU MOVE. TELL THEM WHEN YOU TALK TO THEM ON THE PHONE.**

### **GRIEVANCES**

If you have a grievance while you are at the hall, this is how you can get help:

Talk to the staff (the Detention Services Officer "DSO") in your unit before the end of their shift. If the problem is about the "DSO", talk to the senior staff (the Senior DSO) in charge of the staff office.

The Senior DSO will talk to you before the end of their shift. They will try to fix your problem.

If none of these steps work, you can fill out a Grievance form. These forms are in every unit. If you need help filling out the form, you can tell a staff you want help.

Once each week (On Wednesday) you will be given another chance by the unit Supervisor, to fill out a grievance form at the grievance meeting in your unit. You can fill out a grievance form ANYTIME you have a problem that you want fixed.

You may give the grievance form to any staff, DPO, social worker, advocate, Chaplin, nurse, mental health therapist, teacher, your

lawyer, a volunteer or your judge. Someone will talk to you about it usually within 24 hours.

## ***BE OPEN TO ADAPTING POSITIVE BEHAVIOR***

### **“NOTICE OF MAJOR DISCIPLINARY ACTION” FORM**

If you get a “*Notice of Major Disciplinary Action*” form, it means you have broken important rules. There will be a hearing about you. This is a meeting where you and staff tell each side of the story. If you do not know what to do at the hearing, staff will help you. You will get a hearing decision in writing. The decision could mean more time in the SHU, calling your parents, calling your DPO, or telling the judge about your behavior. You could also get new charges. The Director will review your case to be sure it is fair. Any changes will be told to you in 24 hours.

### **PEPPER (O.C.) SPRAY**

Pepper Spray or “O.C.” Spray (Oleoresin Capsicum) is used in this hall. When you hear a staff yell, “O.C. SPRAY”, you must lie face down on the ground with your eyes closed. Then place your hands behind your back. Follow the order right away. If you do not follow the order, you may be sprayed.

### **FIGHTING (ASSAULT AND BATTERY)**

Fighting is a crime. This includes striking, hitting, kicking, or spitting on anyone. If you fight with someone and they get hurt, you may get new charges filed in court. You may get more time in the hall, camp or California Youth Authority if you commit a new crime.

### **STAFF ARE PEACE OFFICERS**

Most staff at the hall are peace officers. It is a crime to strike, hit, kick, or spit on a peace officer. You may receive more time on your sentence if you commit this crime.

### **PROPERTY DAMAGE**

If you do any damage (including graffiti) to the hall, your parents will have to pay for it. We will also tell your DPO and the judge. You may also get a new charge.

### **DRUGS AND ALCOHOL**

It is against the law for anyone to send or bring drugs or alcohol to the hall. They can be arrested.

## ***SET GOALS AND STRIVE TO OBTAIN THEM***

An opportunity to change, to confront mistakes and accept responsibility for our lives.

A place to set goals and practice behaviors, which lead to successful living.

### **COMMUNITY STANDARDS**

I will follow all instructions of Probation staff.

I will learn to meet my needs without interfering with others meeting their needs.

I will respect myself and maintain a healthy lifestyle.

I will treat all people with dignity and respect.

I will respect the property of others, as I would expect them to respect my own.

I will refrain from the use of threats and violence.

I will maintain a positive attitude at all times.

I will speak truthfully.

I will try to improve the way I act and think.

I will be more productive in all my efforts.

I will accept correction in a positive manner.

### **SELF- AFFIRMATIONS**

I am a worthwhile person. People may not always agree with my position, but they value my opinion.

I approach all worthwhile things with motivation.

I am an effective and productive person.

I am proud of all my accomplishments.

I tolerate frustration, knowing that it can be overcome.

I can influence others positively and take pride in doing so.

I accept the differences in others and value their contributions to my understanding of myself.

I am in charge of my life! I take responsibility for my actions.

I take responsibility for my behavior.

I continuously strive to know myself and seek improvement.

I have choices! No one can make me do what I truly do not want to do.

I visualize myself, as I would like to be.

### **VISITING**

Only your parent(s), grandparent(s) or guardian(s) can visit you while you are here. They may come after Court, Monday through Friday from 5:00 PM – 7:00 PM (20 minutes only); Saturday 1:00 PM – 3:00 PM or Sunday 1:00 PM – 4:00 PM. No one else may visit on Saturday and Sundays, unless the Court, Hall Administrator or the DPO grants a special visit. Once the Hall is notified, that person's name will be placed on the special visit list.

Visitors must be dressed appropriately and wear shoes at all times. They may not wear: tank tops, short skirts or dresses (higher than mid thigh), shorts, halter tops, tight fitting clothes, low cut tops, and clothes with gang words or signs.

Visitors may not bring the following items into the Hall:

Fanny Packs	Back Packs	Cigarettes
Lighters	Medicine	Food/Drinks
Hats	Pagers	Purses/ Handbags
Radios	Cellular Phones	

### **SPECIAL VISITS**

Special Visits may be arranged through the Hall Administrator, the Court, the unit Supervisor or our DPO. These visits are for brothers, sisters, your children or other family members.

### **RELIGIOUS NEEDS AND ACCESS**

Catholic and Protestant services are held every Sunday morning. Tell staff if you are of a different faith. They will get someone from your faith to help you. Ask staff if you want to talk to the chaplain about a problem. If you have other religious needs, tell your staff.

## ***LEARN TO VOICE YOUR PROBLEMS INSTEAD OF USING VIOLENCE***

### **SPECIAL DIETS**

Tell staff right away if you must have special foods or if you have any food allergies.

### **FOOD AND SNACKS**

You will get three (3) healthy meals and a snack each day.

### **EDUCATION / SCHOOL NEEDS**

You will normally go to school 5 days a week (Monday – Friday). You can transfer grades and credits to your home school or to any other school you may go to after you are released. After you are released, you or your public school may obtain a transcript by contacting the Student File Center (562) 803-7838. If you earn enough credits, you may get your High School Diploma. You may also take the Graduate Equivalency Diploma (**G.E.D.**) Exam to earn you G.E.D. Tell your teachers if you have trouble speaking, reading, or writing English. Let someone know if you were in a special ed. class at your school. If you have any other questions, ask your teachers. They will help you.

### **MERIT LADDER/ AL JONES STORE**

Everybody is allowed to participate in the Al Jones store. The more points earned, the more treats you can purchase with your points. Staff and teachers give points to you. Staff will add up your points at the end of each day. Your name will go on a Merit (Point) Ladder. Getting more points moves you up on the Ladder. Those with more points can get special rewards. They can earn extra treats or buy things from the Al Jones Children's Store with their points. They also get to go to special events first.

### **WHAT WILL HAPPEN IF YOU DON'T FOLLOW THE RULES:**

If you break a rule, you may get in trouble. You may be taken out of your unit and staff may tell your parents, your DPO, or your judge, about your behavior.

### **SPECIAL HOUSING UNIT (SHU)**

You may be sent to the Special Handling Unit (SHU) if you break the rules. You will be kept in the SHU until you are ready to return to your unit. If your behavior does not improve you might have to stay longer.

## ***BE EAGER TO LEARN***

### **MEAL TIME RULES**

Do not share food with others. Do not take food from others. You may talk quietly during meals with staffs okay. Do not be rude to others and listen to staffs' instructions.

### **APPROPRIATE DRESS**

All pants are to be worn at or above the waist. Male minors are to have their shirts tucked in their pants. Shoes are to be completely laced up to fit properly.

### **HYGIENE OPPORTUNITIES**

You are allowed to use the restroom and wash your hands after using the restroom or at any other time needed. You will be allowed to shower everyday and will be provided with a clean shirt, underwear, and socks. Pants will be exchanged at least twice per week or as needed. You will be allowed to wash your face and brush your teeth every morning. Upon request you will be allowed to shave and get a haircut.

### **MEDICAL NEEDS**

If you feel sick, ask staff to put your name on the "Nurse's List." The nurse will see you that same day. If you are real sick or in pain the staff will get you to see the nurse right away.

### **DENTAL NEEDS**

If you have a toothache, ask staff to put your name on the "Nurse's List." The nurse will set up a time for you to see the dentist. If you are in pain the staff will get you to see the nurse right away.

### **MENTAL HEALTH NEEDS**

If you are feeling nervous, sad, or very upset, ask to talk to someone who can help you. If you are thinking of hurting yourself or others tell the staff right away. They will get you help.

### **SPECIAL NEEDS**

"Special Needs" are problems that make it hard for you to see, hear, walk, talk, think, or learn. If you have a special need, tell the staff or School Teacher so they can help you. The law says you cannot be punished or left out of things just because you have special needs. Your special needs will not be told to other minors.

### **DAILY SCHEDULE**

MONDAY THRU FRIDAY	SATURDAY AND SUNDAY
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6:15am	Wake up	7:00am	Wake up
7:00am	Breakfast, cleanup	8:00am	Breakfast, cleanup
8:30am	School	9:00am	Church / Recreation
11:50am	Return from school		
12:00pm	Lunch / Nurse's Clinic	12:00pm	Lunch / Nurse's Clinic
1:00pm	School	1:00pm	Reading time / Visiting
2:40pm	Return from school	2:30pm	Recreation / Visiting
3:30pm	Recreation / Dayroom		
5:00pm	Dinner	5:00pm	Dinner
7:00pm	Homework	6:00pm	Recreation / Dayroom
7:30pm	Nutritional Snack	7:30pm	Nutritional Snack
7:45pm	Showers	7:45pm	Showers
8:30pm	Reading time	8:30pm	Reading time
9:00pm	Lights out	9:00pm	Lights out

**\*Note: On special days, the schedule may change.**

### **MAIL**

You can get mail and send mail. You cannot write to another Hall, camp, or The California Youth Authority (**CYA**). You cannot write to anyone in prison or jail unless it is your parent or guardian. Staff must approve mail to jail or prison. Staff may need to get approval from the jail or prison before they will accept your letter.

You may write letters during dayroom time. We will give you paper, envelopes, and pencils if you need them.

To address the envelope:

Put your name in the top left hand corner. Write the address of your Hall under your name. Do not write the name of the hall. Write the name and address of the person you are sending the letter to in the middle of the envelope.

## ***BE DRUG FREE, TOBACCO FREE, & ALCOHOL FREE***

If you are at Barry J. Nidorf Juvenile Hall, the letter should look like this:

Your name  
16350 Filbert Street  
Sylmar, CA 91342

Mr. John Doe  
1234 Main Street  
Los Angeles, CA 90000

Your name  
7285 Quill Drive  
Downey, CA 90242

Mr. John Doe  
1234 Main Street  
Los Angeles, CA 90000

If you are at Central Juvenile Hall it should look like this:

Your name  
1605 Eastlake Avenue  
Los Angeles, CA 90033

Mr. John Doe  
1234 Main Street  
Los Angeles, CA 90000

### **PHONE CALLS**

Phone calls may be made during the morning or afternoon if staff says it is OK.

You may not call another Hall, a victim, or a witness.

Keep your calls short so others can use the phone.

Staff keeps a list of whose turn it is to use the phone. Staff will tell you when it is your turn to use the telephone.

The staff may listen to phone calls, except those made to your lawyer. If you need to call your DPO, social worker, advocate, or your lawyer, staff will let you use the office phone.

If you are at Los Padrinos Juvenile Hall it should look like this:

### **HOW TO USE COLLECT-CALL PHONES**

Collect-call phones are in each unit. Your staff will show them to you. These calls are not free. The people you call will have to pay for them.

To use the phone:

- Pick up the phone receiver.

- Dial "0"

- Wait for help.

- Say the area code and number you want to call and your name.

- The operator will place your call.

### **RESTROOM USE**

There are many chances to use the restroom during the day. These chances are called "head calls." Ask staff if you need to use the restroom at any time. If you are in your room at night, knock firmly on your door and wait for staff to let you out.

### **DRINKING FOUNTAINS**

There are many chances to get a drink from the water fountain. These breaks are called "water calls." Ask staff if you need a drink at any time.